


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE	PAGE 1 OF 2
	ORIGINAL ISSUE DATE January 2004	REVISION DATE June 2013
	AUTHORIZED BY: Patricia Wallace, Assistant Director	
SUBJECT: Career Resource Lab and Instructional Use		ADDENDA:

Purpose:

The purpose of this policy is to define and identify the responsibilities of the client utilizing the facilities, computers, wireless internet connection and office equipment housed in the Career Resource Lab and One Stop Center. The following policies have been established in accordance with Maricopa County's general technology and facilities policies.

Responsibility of:

Center Managers, Workforce Specialists, Career Lab Specialists, Program Service Representatives, Program Assistants, Program Supervisors, Career Guidance Specialists, Training Team, One-Stop Partners, Title V assistants and Volunteers.

Acceptable Use:

1. All electronic traffic originating from the Career Center Resource Lab will be in accordance with acceptable use standards. Failure to abide by these standards may result in the loss of Internet, computer, or other privileges.
2. Access to computers and computer-related equipment in the Maricopa Workforce Connections Career Resource Lab is available to all guests. Guests will need to obtain a computer pass prior to logging in.
3. All users of the Career Resource Lab are expected to understand and comply with the provisions of the United States copyright laws as they apply to computer software and documentation.
4. The computer lab is intended for employment seeking use only. Commercial or business use of the lab equipment is prohibited.
5. The printers in the lab are intended to service the individual-copy printing needs of the lab user, not as a replacement for photocopy machines.
6. No food or drinks are allowed in the career labs. Bottled water is allowed.
7. Individuals carrying cell phones will need to either place them on vibrate or turn them off while in the Center. Should a client receive a phone call on his/her cell phone while in the Center, they may be directed to another area where they will not disturb classes or other clients.
8. Users who wish to save their work for later use must supply their own USB port flash drive.
9. Software shall not be loaded or run on any Maricopa Workforce Connections Career Resource Lab computer or computer network.
10. Computers or computer-related hardware installed in the Maricopa Workforce Connections computer lab MAY NOT be disconnected or removed. Additional equipment may not be connected to any of the existing computer equipment in the labs.
11. Posted lab hours will be enforced. Users in the computer lab are expected to plan their work with the lab schedule in mind and to leave promptly at the published closing time(s).

12. All computers are on time-limit management software that automatically shuts down the computers at the posted lab times.
13. Lab staff on duty will be available to advise users on software applications, job search or other employment-seeking tasks, but will not do computer work on the users' behalf.
14. No minors under the age of 14 are authorized to use Maricopa Workforce Connections computer facilities, unless they have received a written waiver from the Center Manager.
15. Children under the age of 14 are not to be left unattended and must be with an adult at all times.
16. In the event that computer facilities are limited, the computer lab assistants may utilize discretion in limiting guest time.
17. Respect for the privacy of others must be displayed at all times.
18. Compliance with copyright law and licensing for individual data and programs.

Unacceptable Use:

Computing resources may only be used for legal purposes by the public and staff in accordance with the ethical standards of the career resource lab. Examples of unacceptable use include, but are not limited to the following:

1. Uses for any purposes that violate applicable federal, state, or local laws including copyright laws.
2. Interfering with or disrupting other computer users, services, or equipment.
3. Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices.
4. Malicious, threatening, harassing, or obscene behavior or language.
5. Obscene behavior including public display of obscene materials on computer screens or in hard copy.
6. Misrepresentation of oneself or the career resource lab.
7. Activities that could cause congestion and disruption of networks and systems.
8. Unsolicited advertising.
9. Accessing, uploading, downloading, transmitting or distributing pornographic, obscene, or sexually explicit language or material.

Cautions:

1. Users are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
2. Users are cautioned to take steps to protect their systems from computer viruses and other destructive computer programs when downloading programs to flash drives for use on other computers.
3. Electronic files should not be considered confidential. When required by law, the career resource lab must disclose all files to the extent required by law.
4. The career center is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.

Use of the Internet stations is on a first-come, first-served basis. Time limits are set so all patrons seeking access will have an opportunity to do so. Veterans receive priority of service.